

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR BUDGET ANALYST

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Senior Budget Analyst is the second level in a three level Budget Analyst series. Incumbents are responsible for serving as a lead worker and for performing advanced budget analyses of departmental budget requests and coordinating budget preparation processes with all levels of departmental staff. Incumbents may represent the division on City-wide committees and task forces and may train City staff on processes and procedures associated with budget preparation processes. Incumbents may also be responsible for City-wide budgetary systems.

The Senior Budget Analyst is distinguished from the Budget Analyst by its responsibility for serving as a lead worker to other employees. The Senior Budget Analyst is distinguished from the Principle Budget Analyst, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|-----------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Daily
10% |
| 2. | Researches, analyzes, makes recommendations and prepares amendments to Annual Appropriations Resolution. Make recommendations on citywide requests for appropriation transfers, position requests, and/or other related items, from assigned departments, including identifying and verifying revenue and expenditure sources, and developing formal documentation for presentation to the City Council outlining proposed fiscal adjustments and associated impacts. | Daily
10% |
| 3. | Evaluates existing and proposed organizational policies, procedures, programs, and functions of assigned departments and budget units; consults with and advises departmental staff regarding proposed changes and makes recommendations based on findings. | Weekly
10% |
| 4. | Serves as a liaison between the City and/or other governmental agencies and private entities. | Monthly
10% |
| 5. | Reviews, researches, analyzes, and prepares annual budget for one or more assigned departments or budget units for inclusion in the City's final budget; coordinates budget preparation processes with staff in assigned departments and budget units; develops recommendations based on findings. | Annually
50% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Represents the City and/or division in/on committees, task forces, and/or meetings to facilitate the development, scheduling, implementation, and monitoring of programs and projects that have Citywide budgetary impacts or require coordination between several departments.	Occasion- ally 5%
7.	Reviews existing and proposed legislation for the impact on the City and consults with affected departments, making recommendations as appropriate.	Occasion- ally 5%
8.	May assist in administration of sections of the automated budget reporting and analysis system.	Daily 15%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in a related field and two years of experience at the Budget Analyst level or three years other experience directly related to the area of budget development and administration are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Public sector organizations and related structures;
- Accounting principles, practices and methods;
- Budget preparation and control techniques, principles and practices;
- Methods, materials, techniques and equipment utilized in assigned area of responsibility;
- Interrelationships between Federal, State and Local governments, public interest groups and private enterprises.

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Skills (position requirements at entry):

Skill in:

- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Compiling and analyzing data and information
- Analyzing and making recommendations for improved methods and procedures
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Ability to prepare and make effective oral presentations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008